

Class Title: Budget Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists with and performs a wide range of budgetary duties in the administration of the City’s annual operating and/or capital improvement program budgets for departments and agencies. Assists Budget Analysts in the preparation of budget materials, information, and documentation as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists with the preparation of comprehensive reports for departments detailing the financial condition. Researches, compiles, and analyzes data and records; reviews information to be utilized in reporting. Assists Budget Analysts with preparation and administration of budget documents and processes.
2	S	Serves as a resource to departments in the area of budgetary policies and procedures; responds to questions and provides instructions on proper procedures and policies as appropriate. Performs administrative duties by answering and directing telephone inquiries, typing, compiling data for reports, filing documents, processing reports, resolving issues, maintaining files, compiling information and keeping logs, and writing correspondence.
3	S	Attends meetings related to assigned activities and performs related duties as assigned. Participates in analytical studies and research projects and provides recommendations and feedback as requested.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year of experience providing administrative support of a primarily accounting or budgetary nature.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read city and state codes, city ordinances, contracts, agreements, studies, reports, grants and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as statistical analyses.
Writing	Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.
Managerial	N/A
Budget Responsibility	Assists with budget preparation by inputting data gathering and prepares statistical and financial information for reporting.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	O	To/from office equipment, to/from meetings, to/from distribution of materials
Lifting	O	Office supplies, files, folders, copy paper, books
Carrying	O	Office supplies, files, folders, copy paper, books
Pushing/Pulling	O	File cabinet drawers
Reaching	O	Materials located on shelves
Handling	O	Office supplies, files, folders, copy paper, books
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	F	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisors, personnel in Public Works, City Attorneys' office, Executive, Utilities, NRHA, NPS, budget team, technical committee, meetings, budget activities
Talking	C	Telephone, co-workers, supervisors, personnel in Public Works, City Attorneys' office, Executive, Utilities, NRHA, NPS, budget team, technical committee, meetings, budget activities
Foot Controls	N	
Other (specify)	N	

CSC Adopted: June 2014

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, printing tape, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), DBRS, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)